

## INTERNSHIP INFORMATION

The office of Representative Tom DeLay offers an internship program giving students an opportunity to observe and participate in the workings of the United States House of Representatives. Interns are an essential part of the office and the internship offers opportunities to assist staff in the areas of legislative research, press, administrative support, and constituent service activities.

Approximate Session Dates:

Spring: January 22 – May 24

Summer: June 3 – August 23

Fall: September 4 – December 6

Application Deadlines:

November 1<sup>st</sup>

April 1<sup>st</sup>

July 1<sup>st</sup>

*\*Applicants are encouraged to submit all application materials before the posted deadline.*

Interns can expect to spend at least half of their time handling routine administrative duties and the other half on more extensive activities. We encourage our interns to take advantage of opportunities to attend hearings, special seminars, and other events to make the most of their internship. Our goal is to offer the most rewarding experience possible, while fulfilling the existing needs of our office.

Interested applicants should call the Intern Coordinator at (202) 225-0197 and submit the following internship application to:

Intern Coordinator  
c/o Office of the Majority Leader  
H-107 The Capitol  
Washington, DC 20515.

Due to delays in the Capitol Mail System, please fax a copy of the application to (202) 225-5117 in order to expedite the interviewing process. Thank you.

Office of Congressman Tom DeLay  
Internship Application

*\*Please complete sections I, II, III, and IV.*

**SECTION I** – Please complete the following:

NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

GRADUATION DATE: \_\_\_\_\_

STATE AFFILIATION: \_\_\_\_\_

MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_

GPA: \_\_\_\_\_

Please circle the session you are applying for:

Summer Session

Fall Session

Spring Session

**SECTION II** – Please attach a resume, cover letter, and recent photograph.

**SECTION III** - In approximately 250 words, please tell us about yourself by answering the following question:

“Why do you wish to serve as an intern for Representative Tom DeLay?”

**SECTION IV** - Please include three letters of endorsement from someone who knows you well. At least one letter should be from an academic instructor.